

## 5.21.1 In-Home Supportive Services (IHSS)

---

### A. General

This section provides information on the treatment of cases in which an applicant/beneficiary is applying for or receiving IHSS services.

Due to budgetary changes, effective November 2005 individuals who are receiving IHSS services are no longer automatically eligible to Medi-Cal. Applicants for IHSS services must have a Medi-Cal eligibility determination completed before IHSS services are authorized.

---

### B. IHSS Programs

There are three programs providing in-home services:

- IHSS Plus Waiver (Aid Code 2L),
- Personal Care Services Program (PCSP) (Aid Code 2M), and
- IHSS Residual (Aid Code 2N).

The new aid codes will be reported to MEDS via CMIPS and NOT be entered by the Medi-Cal worker into CalWIN.

---

### C. IHSS Plus Waiver

To qualify for the IHSS Plus Waiver, Medi-Cal eligibility is required. Individuals not receiving Supplemental Security Income/State Supplemental Program (SSI/SSP) or other Medi-Cal linked cash-based programs [for example, CalWORKs, Refugee Cash Assistance (RCA), Foster Care, or Adoptions Assistance Program (AAP)] must be determined eligible for federally funded full-scope Medi-Cal by a Medi-Cal worker. These individuals must also qualify for in-home services through a needs assessment, completed by an IHSS social worker (SW).

---

### D. PCSP

To qualify for PCSP, individuals not receiving SSI/SSP or Medi-Cal linked to a cash-based program must be determined eligible for federally funded full-scope Medi-Cal by a Medi-Cal worker and be found in need of personal care services through a needs assessment completed by an IHSS SW.

---

### E. IHSS Residual

IHSS Residual program services will be available to individuals eligible

under current IHSS regulations, but who are not eligible for federally funded full-scope Medi-Cal.

---

**F.  
Case  
Processing**

- The Intake Medi-Cal worker must complete the Medi-Cal determination using the MC 210 and related forms. Packets must contain a DAPD packet if disability has not already been determined.

The Granted worker must:

- complete the annual redetermination using the MC 210RV and related forms, and
  - Maintain the Medi-Cal case.
- 

**G.  
SOC**

SOC individuals are treated as Medically Needy individuals with a SOC. The SOC may be met with any medical service, including payments to the IHSS provider.

---

**H.  
IHSS Plus  
Waiver  
Income**

Payments made under the IHSS Plus Waiver are exempt as income and property. These exempt payments include:

- Caregiver wages that are paid to a parent of an IHSS Plus Waiver minor child recipient for services provided to that child,
  - Caregiver wages that are paid to a spouse of an IHSS Plus Waiver recipient for services provided to that recipient,
  - Restaurant meal allowances from IHSS for the IHSS Plus Waiver recipient, and
  - The advance payments made to IHSS Plus recipients to pay their caregivers directly for services provided under the IHSS Plus Waiver.
-

## 5.21.2

### IHSS/Medi-Cal Application and Redetermination Processing

---

#### A. General

This section provides information regarding the processing of the application when an individual applies for IHSS services.

---

#### B. Application Processing

All applicants for or recipients of IHSS must have a Medi-Cal eligibility determination completed by the County. These determinations are to be performed by Medi-Cal workers using Medi-Cal rules, forms, and notices of action (NOA). The table below shows the procedures to process a new application for IHSS and Medi-Cal.

Note: The IHSS Needs Assessment can be completed by the IHSS SW at any time during this process. There is no need to wait for its completion.

Step	Who	Action
1	Applicant	Calls the AIS Call Center to request IHSS.
2	Call Center	Processes the initial IHSS application and informs the applicant that Medi-Cal eligibility is required for IHSS and if they do not have Medi-Cal, a Medi-Cal application will be mailed for completion.
3	IHSS Assignment Clerk	Completes an initial case clearance for Medi-Cal eligibility.
4		Completes the SAWS 1 with the available information. This will serve as the request for Medi-Cal.
5	IHSS Assignment Clerk	Faxes a copy of the SAWS 1 to the Southeast FRC, Attention: IHSS FRC Intake Clerk at (619) 266-3877 via batch process the first thing each morning.
6		Mails the original SAWS 1 to the Southeast FRC.
7	IHSS FRC Intake Clerk	Logs and date stamps the SAWS 1. This starts the 45-/90-day clock.
8		Mails the Medi-Cal application packet to the applicant.
9	Medi-Cal Worker	Completes the Medi-Cal eligibility and Medi-Cal SOC determination.
10	Medi-Cal Worker	Enters Medi-Cal eligibility and Medi-Cal SOC in CalWIN, which will transmit information to MEDS.

11		Sends the beneficiary a 14-73 HHSA, How Share of Cost Affects Your Medi-Cal, along with a NOA if he/she has a SOC.						
12		Forwards the case to the appropriate FRC based on the applicant's zip code.						
13	IHSS SW	Completes the IHSS eligibility determination.						
14		Clears MEDS and notifies the current worker of the result of the IHSS evaluation.						
<table><tr><th>If IHSS services are...</th><th>Then the IHSS Assignment Clerk will...</th></tr><tr><td>Approved,</td><td>Request the case to be forwarded to SE FRC via fax or e-mail to the current worker's supervisor. The request must be filed in the case before sending to SE FRC.</td></tr><tr><td>Denied,</td><td>Send a copy of the IHSS denial NOA to be filed in the Medi-Cal case.</td></tr></table>			If IHSS services are...	Then the IHSS Assignment Clerk will...	Approved,	Request the case to be forwarded to SE FRC via fax or e-mail to the current worker's supervisor. The request must be filed in the case before sending to SE FRC.	Denied,	Send a copy of the IHSS denial NOA to be filed in the Medi-Cal case.
If IHSS services are...	Then the IHSS Assignment Clerk will...							
Approved,	Request the case to be forwarded to SE FRC via fax or e-mail to the current worker's supervisor. The request must be filed in the case before sending to SE FRC.							
Denied,	Send a copy of the IHSS denial NOA to be filed in the Medi-Cal case.							
15	IHSS SOC Specialist	Completes IHSS SOC determination.						
16		Forwards the IHSS and Medi-Cal SOC information and CMIPS coding to the IHSS SW.						
17	IHSS SW	Enters the IHSS eligibility and SOC information into CMIPS via the communication form.						

**C.  
Referrals  
When There Is  
An Active  
Case**

The table below shows the procedures to follow when a referral is received for an individual who already has active Medi-Cal.

Note: the IHSS Needs Assessment may be completed by an IHSS SW at any time during this process. There is no need to wait for its completion.

Step	Who	Action
1	Applicant	Calls the Call Center to request IHSS.
2	Call Center	Processes the initial IHSS application and informs the applicant that Medi-Cal eligibility is required for IHSS and if they do not have Medi-Cal, a Medi-Cal application will be mailed for completion.
3	IHSS Assignment Clerk	Completes an initial case clearance for Medi-Cal eligibility.
4		Faxes the information to the Southeast FRC stating that the applicant has active Medi-Cal.
5	IHSS FRC Intake Clerk	Date stamps and logs in the referral.

If the active case contains...		Then the IHSS FRC Intake Clerk will...
Only adults,		Request the case from the current worker.
Children,		<ul style="list-style-type: none"> <li>• Not request the case.</li> <li>• Clear CalWIN for income and SOC information.</li> <li>• Contact with the worker may be needed to obtain all necessary information.</li> </ul>

6	IHSS FRC Intake Clerk	Gives Medi-Cal SOC information to IHSS SOC Specialist.
7	IHSS SOC Specialist	Completes the IHSS SOC determination and forwards the IHSS and Medi-Cal SOC (if any) information and CMIPS coding to the IHSS SW via the communication form.
8	IHSS SW	Enters the IHSS eligibility and IHSS SOC information into CMIPS.

#### D. A&D FPL Program

Since the Medi-Cal determination is now separate from the IHSS determination, the Medi-Cal worker will determine potential eligibility to the Aged & Disabled Federal Poverty Level Program according to the rules listed in MPG Article 5, Section 19.

**E.  
DAPD**

Cases which require a disability determination will follow the Disability and Adult Programs Division (DAPD) requirements as stated in MPG Article 5, Section 4 with the following exception. These pending cases will not be forwarded to Mission Valley FRC. They will remain in Southeast FRC while waiting for the DAPD determination.

In situations where the IHSS applicant is active on a cash-based Medi-Cal case (for example, CalWORKs), the IHSS SW will send the DAPD packet directly to DAPD. The DAPD determination will be retained by the IHSS SW.

## F. Re-determination Procedures

The procedures that must be completed at redetermination are shown in the table below.

Adult Only Cases		
Step	Who	Action

1	Medi-Cal Worker	Completes the annual redetermination according to the procedures in MPG Article 4, Section 15.
2		Forwards the Medi-Cal SOC information to the IHSS SOC Specialist.
3	IHSS SOC Specialist	Completes the IHSS SOC determination and forwards the IHSS and Medi-Cal SOC information and CMIPS coding to the IHSS SW via the communication form.
<b>Cases with Children</b>		
<b>Step</b>	<b>Who</b>	<b>Action</b>
1	IHSS SW	Sends the Medi-Cal Granted Supervisor at the Southeast FRC the monthly listing of the cases in which a recertification is due.
2	IHSS SOC Specialist	Completes the IHSS SOC determination and forwards the IHSS and Medi-Cal SOC (from CalWIN) information and CMIPS coding to the IHSS SW via the communication form in the following month.

**G.  
CalWORKs  
Dis-  
Continuance**

When a CalWORKs recipient who is also receiving IHSS is discontinued, if there is no other Medi-Cal eligibility (for example, Transitional Medi-Cal or 1931b), the Aid Code (AC) 38 worker must contact the IHSS SW to request a copy of the DAPD determination. The clue for the AC 38 worker will be the 2L, 2M, or 2N code on the Special Programs screen (INQ1) on MEDS. If the DAPD determination shows that the beneficiary is disabled and the reexamination date has not passed, then that determination can be used for Medi-Cal eligibility.

**H.  
Case Location**

The Medi-Cal case with an associated IHSS case will be located as shown in the table below.

<b>If the case contains...</b>	<b>Then the case will be at...</b>
Adults only (for example, Aged and Disabled FPL for a couple),	Southeast FRC in the specialized IHSS unit.
Children,	The appropriate FRC in which the family resides.